



## CITY OF SEATTLE

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### Birth-3 Program & Policy Advisor

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<b>SALARY:</b>	\$41.50 - \$62.27 Hourly
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Department of Education and Early Learning
<b>BARGAINING UNIT:</b>	Not Represented
<b>CLOSING DATE:</b>	05/08/18 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

Imagine a city where every child, regardless of language and cultural differences, receives a quality education and feels safe and included.

The Seattle Mayor and City Council are striving to bring us to the top of the list of cities known for positive change, innovation, and sound financial management. The Department of Education and Early Learning (DEEL)'s mission is to transform the lives of Seattle's children, youth, and families through strategic investments in education. In early learning, DEEL achieves these goals by investing in high-quality early learning services, increasing the capacity of programs in underserved communities, and increasing access to these programs for those furthest from opportunity. The department strives to embed the [City's Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

To support the mission of this department, we have an opportunity to bring in a Birth-3 Program and Policy Advisor to guide DEEL's developing birth-3 strategy. In this position, you'll be part of the Early Learning Policy and Innovation Team and will help shape the overall direction of the Early Learning Division. You will focus on facilitating interagency planning, design, and implementation of the City's investments and initiatives in early learning benefitting children from birth to age 3. This is a new body of work for the Early Learning Division, which is funded, in part, by the recently approved Sweetened Beverage Tax.

#### Here is more of what you'll be doing:

##### Leading the development of DEEL's birth-3 investment strategy:

- Reviewing and summarizing relevant literature on best practices in birth-3 and assessing its applicability to Seattle
- Developing policy recommendations and program budgets around specific birth-3 initiatives
- Facilitating the completion of racial equity toolkits on developing processes and programs
- Partnering with DEEL's Performance Management and Evaluation Team to develop and execute DEEL's birth-3 evaluation strategy

##### Meaningfully engaging with partners, stakeholders, and community members:

- Developing and presenting strategic options to elected officials, agencies, other municipalities, and the public
- Coordinating and attending meetings that include representatives from government, early learning agencies, community groups, and advocacy groups
- Producing accurate, clear, well-researched, and reader-friendly briefing papers, research summaries, analyses, and reports

Supporting the successful execution of DEEL's birth-3 strategy:

- Developing strong relationships and working collaboratively with partners and stakeholders to coordinate programing and service delivery
- Partnering with King County's Best Starts team to support early intervention goals
- Stewarding public funds by managing Request for Proposal (RFP) processes and consultant contracts, facilitating the direct implementation of new programs, and applying for and monitor grants
- Expanding DEEL's support for family child care providers

**QUALIFICATIONS:**

You will be most successful if you have demonstrated significant technical knowledge in education policy and program development, particularly in a complex public or non-profit organization and have experience in prenatal through age three research, policy, and program implementation. A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes must be at the center of your professional practice. The ability to communicate at all levels tactfully and effectively will also contribute to your success. You will need to be skilled in fostering and developing mutually respectful relationships, achieving amenable solutions for those with competing interests, and fostering a collaborative approach to problem solving. Specifically, the work requires:

The ability to:

- Work with Seattle's early learning community, particularly family child care owners/operators
- Manage and navigate within a dynamic political environment
- Manage complex and stressful situations tactfully
- Contribute positively to a diverse, equitable work environment

Experience in:

- Prenatal through age three research, policy, and program implementation
- Developing and implementing education-related public investment strategies
- Monitoring budgets and expenditures
- Working to eliminate structural racism in programs, processes, and policies

The below qualifications:

- Bachelor's degree in Education or Public Policy (or a related field)
- 3 or more years of experience in government, education policy, and/or program development

**ADDITIONAL INFORMATION:**

This position is classified as a Strategic Advisor 2 - Exempt. DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

**APPLICATION PROCESS:**

To be considered for this position, you must submit your application, attaching a cover letter, resume, and work sample at <https://www.governmentjobs.com/careers/seattle/> no later than 4:00pm Pacific Time on Tuesday, May 8, 2018. For your work sample, please attach a presentation, report, work plan, stakeholder engagement strategy, or other relevant work sample. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at [Lindsey.King@seattle.gov](mailto:Lindsey.King@seattle.gov).

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2018-00622

<http://www.seattle.gov/jobs>  
BIRTH-3 PROGRAM & POLICY ADVISOR  
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



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